

U.S. Department of Energy

OAK RIDGE OFFICE

ANNOUNCEMENT

3950

October 10, 2007

SUBJECT: COMBINED FEDERAL CAMPAIGN - BASKET AUCTION

As part of the Combined Federal Campaign, the Human Resources Division is sponsoring the fourth annual basket auction on October 31, 2007, in support of the United Way. We hope that each Oak Ridge Office (ORO) organization and/or special emphasis group will participate!

You will need to choose a theme for your basket and fill it with items related to that theme. Feel free to choose any theme you think others might be willing to purchase at the auction. BE CREATIVE! Following are a few ideas to get you started:

- Create a "*Halloween Treat*" basket filled with lots of goodies for little trick or treaters.
- "*Barbie*" and "*Hot Wheels*" baskets are always a hit as holiday gifts.
- Consider a "*Road Trip*" basket filled with items to help pass the time while traveling.
- Fall is a great time for a "*Landscaping*" basket.
- Create a "*Family Movie Night*" basket with popcorn, movie tickets, and DVDs, snacks, etc.
- Thanksgiving is just around the corner, how about a "*Thanksgiving Meal*" basket that could be donated to a deserving charity for distribution to a needy family
- Children love books! A "*Reading is Fun*" basket would be a great gift, and you could purchase items from the CFC Book Fair!
- Be creative – come up with a theme that will make your basket bring in the highest bid!

This is an easy, inexpensive project that can involve all employees. If each employee in participating organizations brings in one item, no matter how large or small, a basket can be filled easily. Your organization's basket might just be the top selling basket of the auction!

Holiday shoppers, if you hate to fight the crowds, these baskets make fabulous gifts!

Baskets will be displayed in the lobby of the Federal Building the morning before the auction to assure that all employees have an opportunity to select their favorite basket and plan their bidding strategies. Refer to the attachment for additional details.

Key Workers from organizations or groups planning to participate are asked to notify Lisa Bost, Federal Human Resources Branch, at 576-0130, so that we can plan appropriately for the number of baskets to be auctioned.

Your participation is appreciated!


Melanie M. Kent, Chief
Federal Human Resources Branch

Attachment

DISTRIBUTION: TO ALL ORO EMPLOYEES

No: 03

DETAILS OF THE CFC BASKET AUCTION



Filled baskets should be delivered to **Room 1205** of the Federal Building no later than **3:00 p.m. on October 30**. A typed list of basket contents should accompany each basket. (Please do not list the cost of basket contents.)

Baskets will be displayed in the Lobby of the Federal Building the morning of **October 31** from **8 a.m. to noon**.

The Auction will be held in **Rooms B 8-12** of the Federal Building on **October 31** at **2 p.m.** with Auctioneer **Bear Stephenson** of Stephenson Realty and Auction presiding.

Potential bidders should pick up a bidding number when they arrive for the auction.

Remember, all of the proceeds from this auction will directly benefit the United Way through the Combined Federal Campaign!

